MEMORANDUM FOR:

Director of Communications

Director of Finance Director of Logistics Director of Personnel Director of Security Director of Training Chief, Medical Staff

SUBJECT

: Recrientation in Supervisory Responsibilities

1. Mr. McCone has directed that an intensive, formal program be inaugurated immediately to impress upon all categories of Agency managers and supervisors the essential nature and significance of the behavioral and moral obligations inherent in supervisory responsibilities. A one-day program has been designed by the Office of Training to make clear the Agency's interest in better supervision of personnel, to point out some current weaknesses, and to alert all concerned to the dangers to the Agency and its mission which have resulted and can result from failures in good supervision. Specifically, emphasis is to be placed on the critical necessity for $\stackrel{\text{m}}{\text{O}}$ supervisors to observe impeccable standards of objectivity, integrity, and impartiality in dealing with subordinates.

- 2. The presentations in this program will be made by senior CIA Officials, including the Director of Central Intelligence or the Deputy Director of Central Intelligence. OTR. is organizing the program. The day's session promises to be informative, interesting, and challenging.
- 3. It is Mr. McCone's desire, further, that the Recrientation in Supervisory Responsibilities be attended by all staff employees who:

HANGED

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- a. are in Grade G3-14 or above, or
- b. are in Grade GS-13 or below and customarily prepare fitness reports on two or more subordinate employees.
- 4. The first offering of the Reorientation in Supervisory Responsibilities is scheduled for 10 April 1964. This running is intended specifically for managerial and supervisory personnel in components of the DDS in the Washington Area. The program will run from 0900 to 1600. Attendance will be checked at the door of the auditorium and a permanent record of attendance will be compiled.

5. Each Office Head will appoint an Office Coordinator who	
will be responsible for notifying those who will attend and will	
serve in a liaison role with OTR's coordinator,	25X1A9a
of the OTR Registrar Staff (x3056). The name of the Office Coordin-	
ator should be given to Mr. immediately. Office Heads	25X1A9a
should submit to me by 2 April 1964, a list of personnel on duty in	
their Offices who will attend the mountainted	
sligibility criteria given in paragraph two. On this list, at least	
half of those named should be identified to attend the initial pre-	
sentation on 10 April. More specific figures and quotas will be	
turnished by OTR following compilation of the lists. A date for the	
econd presentation for DDS personnel will be announced later.	

6. Office Heads are urged to make this project a matter of personal attention and to exert the necessary influence of their positions to insure compliance with the DCI's wishes.

L. K. WHITE Deputy Director for Support